



STATE OF TENNESSEE  
DEPARTMENT OF PERSONNEL  
October 2004  
OPEN COMPETITIVE  
CAREER SERVICE EXAMINATIONS

| CLASS TITLE   | CLASS CODE | HOURLY RANGE      | MONTHLY RANGE   | ANNUAL RANGE        |
|---|------------|-------------------|-----------------|---------------------|
| ABC Special Agent 1 (F)                                   | 38671      | \$14.61 - \$23.47 | \$2374 - \$3814 | \$28,488 - \$45,768 |
| ABC Special Agent 2 (F)                                   | 38672      | \$15.90 - \$25.28 | \$2584 - \$4108 | \$31,008 - \$49,296 |
| ABC Special Agent 3 (F)                                   | 38677      | \$17.35 - \$27.43 | \$2819 - \$4457 | \$33,828 - \$53,484 |
| ABC Special Agent in Charge (F)                           | 38673      | \$19.62 - \$31.30 | \$3189 - \$5086 | \$38,268 - \$61,032 |
| Assistant Special Agent in Charge - CID (J)               | 36934      | \$20.81 - \$30.92 | \$3607 - \$5360 | \$43,284 - \$64,320 |
| Bomb & Arson Assistant Director - C&I (J)                 | 38464      | \$19.62 - \$31.30 | \$3189 - \$5086 | \$38,268 - \$61,032 |
| Bomb & Arson Special Agent 1 - C&I (J)                    | 38461      | \$14.61 - \$23.47 | \$2374 - \$3814 | \$28,488 - \$45,768 |
| Bomb & Arson Special Agent 2 - C&I (J)                    | 38462      | \$15.90 - \$25.28 | \$2584 - \$4108 | \$31,008 - \$49,296 |
| Bomb & Arson Special Agent 3 - C&I (J)                    | 38460      | \$17.35 - \$27.43 | \$2819 - \$4457 | \$33,828 - \$53,484 |
| Bomb & Arson Special Agent in Charge - C&I (J)            | 38463      | \$18/87 - \$29.96 | \$3066 - \$4869 | \$36,792 - \$58,428 |
| Developmental Services Regional Program Coordinator 1 (B) | 73682      | \$15.90 - \$25.28 | \$2584 - \$4108 | \$31,008 - \$49,296 |
| Developmental Services Regional Program Coordinator 2 (B) | 73683      | \$17.35 - \$27.43 | \$2819 - \$4457 | \$33,828 - \$53,484 |
| Emergency Management Operations Officer 1 (F)             | 38311      | \$10.94 - \$17.51 | \$1777 - \$2846 | \$21,324 - \$34,152 |
| Emergency Management Operations Officer 2 (F)             | 38310      | \$11.88 - \$18.71 | \$1931 - \$3040 | \$23,172 - \$36,480 |
| Emergency Management Operations Officer 3 (F)             | 38312      | \$13.46 - \$21.59 | \$2187 - \$3509 | \$26,244 - \$42,108 |
| Food Service Consultant (F)                               | 77345      | \$17.35 - \$27.43 | \$2819 - \$4457 | \$33,828 - \$53,484 |
| Forestry Aide 1 (J)                                       | 62981      | \$ 8.10 - \$13.19 | \$1316 - \$2143 | \$15,792 - \$25,716 |
| Forestry Aide 2 (J)                                       | 62982      | \$ 9.28 - \$14.86 | \$1508 - \$2414 | \$18,096 - \$28,968 |
| Forestry Management Administrator (K)                     | 77777      | \$19.62 - \$31.30 | \$3189 - \$5086 | \$38,268 - \$61,032 |
| Forestry Technician (J)                                   | 62983      | \$11.40 - \$18.25 | \$1852 - \$2966 | \$22,224 - \$35,592 |
| Public Health Nursing Consultant Manager (K)              | 72714      | \$20.39 - \$32.71 | \$3314 - \$5316 | \$39,768 - \$63,792 |
| Revenue Processing Assistant Director (F)                 | 75863      | \$20.39 - \$32.71 | \$3314 - \$5316 | \$39,768 - \$63,792 |
| Revenue Processing Manager (F)                            | 75860      | \$18.87 - \$29.96 | \$3066 - \$4869 | \$36,792 - \$58,428 |
| Revenue Processing Quality Assurance Reviewer (F)         | 75859      | \$12.90 - \$20.62 | \$2097 - \$3350 | \$25,164 - \$40,200 |
| Revenue Processing Supervisor 1 (F)                       | 09331      | \$14.61 - \$23.47 | \$2374 - \$3814 | \$28,488 - \$45,768 |
| Revenue Processing Supervisor 2 (F)                       | 09332      | \$15.90 - \$25.28 | \$2584 - \$4108 | \$31,008 - \$49,296 |
| Revenue Processing Supervisor 3 (F)                       | 09333      | \$17.35 - \$27.43 | \$2819 - \$4457 | \$33,828 - \$53,484 |
| Securities Examiner 1 (A)                                 | 75641      | \$13.46 - \$21.59 | \$2187 - \$3509 | \$26,244 - \$42,108 |
| Securities Examiner 2 (A)                                 | 75642      | \$15.24 - \$24.36 | \$2477 - \$3959 | \$29,724 - \$47,508 |
| Securities Examiner 3 (A)                                 | 75644      | \$16.62 - \$26.25 | \$2700 - \$4266 | \$32,400 - \$51,192 |
| Social Counselor Supervisor (F)                           | 79633      | \$15.24 - \$24.36 | \$2477 - \$3959 | \$29,724 - \$47,508 |
| Special Agent CID (J)                                     | 36931      | \$16.83 - \$25.02 | \$2918 - \$4336 | \$35,016 - \$52,032 |
| Transportation Management Center Operator (B)             | 97950      | \$10.94 - \$17.51 | \$1777 - \$2846 | \$21,324 - \$34,152 |
| Transportation Management Center Supervisor 1 (B)         | 97951      | \$12.38 - \$19.57 | \$2012 - \$3180 | \$24,144 - \$38,160 |
| Transportation Management Center Supervisor 2 (B)         | 97952      | \$14.04 - \$22.49 | \$2281 - \$3654 | \$27,372 - \$43,848 |
| Trooper (L, I)  | 38631      | \$14.00 - \$20.80 | \$2426 - \$3605 | \$29,112 - \$43,260 |
| Workers' Compensation Specialist 1 (K)                    | 73251      | \$15.90 - \$25.28 | \$2584 - \$4108 | \$31,008 - \$49,296 |
| Workers' Compensation Specialist 2 (K)                    | 73252      | \$17.35 - \$27.43 | \$2819 - \$4457 | \$33,828 - \$53,484 |
| Workers' Compensation Specialist 3 (K)                    | 73254      | \$18.87 - \$29.96 | \$3066 - \$4869 | \$36,792 - \$58,428 |

- LEGEND**
- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective October 8, 2004.
  - B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective October 8, 2004.
  - C - Register was ABOLISHED and REESTABLISHED effective.
  - D - Job classification will be ABOLISHED effective.
  - E - Job classification will have a TITLE CHANGE effective.
  - F - Job classification will have a change in SALARY effective October 8, 2004.
  - G - Job classification will be converting from EXECUTIVE SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
  - H - Job classification will have a change of Probationary Period from 6 months to 1 year.
  - I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
  - J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective October 8, 2004.
  - K - Job classification will be converting from CAREER SERVICE to both EXECUTIVE SERVICE and CAREER SERVICE effective October 8, 2004.
  - L - Changes in NECESSARY SPECIAL QUALIFICATIONS to reflect consolidation of Commercial Vehicle Enforcement Officer into Trooper.



Tennessee Department of Personnel, Authorization #319177, November, 2003. This public document was promulgated at a cost of \$.07 per copy 15 copies.  
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

## **POLICY OF NON-DISCRIMINATION !!**

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

## **!! SPECIAL NOTICE !!**

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website([www.state.tn.us/personnel](http://www.state.tn.us/personnel)). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

## **!! VETERANS PREFERENCE !!**

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

**Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.**

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

**SERVICE ELIGIBILITY DATES:** WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

**ASSISTANT SPECIAL AGENT IN CHARGE - CID**

**SUMMARY:** Under general supervision, is responsible for criminal investigative work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the first supervisory class in the Criminal Investigation sub-series. An employee in this class conducts criminal investigations and assists in supervising and training subordinate agents in an assigned geographical region of the state. This class differs from Special Agent – CID in that incumbents of the latter function at the working level performing criminal investigative work of lesser scope and complexity and have no supervisory responsibilities. This class reports to and differs from Special Agent in Charge – CID in that incumbents of the latter have full supervisory responsibilities for criminal investigations in an assigned geographical region of the state.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree in criminal justice or other related acceptable field and experience equivalent to two years of criminal investigations work in the Tennessee Highway Patrol - Criminal Investigations Division.

**Substitution of Experience for Education:** Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of four years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**OR**

**Education and Experience:** Graduation from an accredited college or technical institute with an associate’s degree in criminal justice or other related acceptable field and experience equivalent to three years of criminal investigations work in the Tennessee Highway Patrol - Criminal Investigations Division.

**Substitution of Experience for Education:** Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of two years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions; employees must also (1) pass a physical examination by a licensed physician; (2) file fingerprints with the Tennessee Bureau of Identification; (3) have good moral character as determined by an investigation; (4) have no conviction of a felony or misdemeanor involving "moral turpitude" and who has not been released or discharged under any other than honorable conditions from any branch of the United States armed forces; (5) pass a psychological evaluation administered by a licensed mental health professional.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**BOMB AND ARSON ASSISTANT DIRECTOR – C & I**

**SUMMARY:** Under general supervision, is responsible for supervisory and managerial bomb and arson investigation work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for assisting in the direction of all staff within the statewide bomb and arson investigation section of the Department of Commerce and Insurance. This class differs from Bomb and Arson Special Agent-In-Charge in that an incumbent of the latter is responsible for supervising a small-sized staff within a specific geographical area of the state. This class differs from Bomb and Arson Director in that the incumbent of the latter is responsible for directing all bomb and arson investigation services on a statewide basis.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to four years full-time employment in arson investigation, criminal investigation, fire protection, or law enforcement, two of which must include supervision or lead-work experience.

**Substitution of Experience for Education:** Qualifying experience in arson investigation, criminal investigation, fire protection, and/or law enforcement may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education), there being no substitution for the additional four years of required experience, two of which must include supervision or lead-work.

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university in criminal justice may substitute for the required experience on a month-for-month basis to a maximum of 1 year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience), there being no substitution for the two years of experience which must include supervision or lead-work.

**OR**

Graduation from an accredited college or university with an associate’s degree in criminology or fire protection and experience equivalent to five years of full-time employment in one or a combination of the following: arson investigation, criminal investigation, fire protection, or law enforcement, two of which must include supervision or lead-work.

**OR**

Two years of full-time lead or supervisory investigative experience as a Bomb and Arson Special Agent with the State of Tennessee.

**Necessary Special Qualifications:** An employee in this class must (1) possess a valid vehicle operator’s license; (2) pass a physical examination by a licensed physician so that one’s physical condition is sufficient to perform all assigned duties; (3) pass a psychological evaluation administered by a licensed mental health professional; (4) file fingerprints with the Tennessee Bureau of Investigation; (5) have no conviction of a felony or misdemeanor involving moral turpitude nor been discharged under any other than honorable conditions from any branch of the United States armed forces; (6) be willing and able to qualify with, carry, and use assigned weapons; (7) successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or its equivalent within the first year of employment.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**BOMB AND ARSON SPECIAL AGENT 1 – C & I**

**SUMMARY:** Under general supervision, is responsible for bomb and arson investigation work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-level class in the Bomb and Arson Special Agent sub-series. An employee in this class learns to investigate the origin and circumstances of fires, explosions, and deaths caused by fires and explosions. This class differs from Bomb and Arson Special Agent 2 – C&I in that an incumbent of the latter functions at the working-level.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree.

**Substitution of Experience for Education:** Qualifying experience in arson investigation, criminal investigation, fire protection, and/or law enforcement may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**OR**

Graduation from an accredited college or university with an associate’s degree in criminology or fire protection and experience equivalent to one year of full-time employment in one or a combination of the following: arson investigation, criminal investigation, fire protection, or law enforcement.

**Necessary Special Qualifications:** An employee in this class must (1) possess a valid vehicle operator’s license; (2) pass a physical examination by a licensed physician so that one’s physical condition is sufficient to perform all assigned duties; (3) pass a psychological evaluation administered by a licensed mental health professional; (4) file fingerprints with the Tennessee Bureau of Investigation; (5) have no conviction of a felony or misdemeanor involving moral turpitude nor been discharged under any other than honorable conditions from any branch of the United States armed forces; (6) be willing and able to qualify with, carry, and use assigned weapons; (7) successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or its equivalent within the first year of employment.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**BOMB AND ARSON SPECIAL AGENT 2 – C & I**

**SUMMARY:** Under general supervision, is responsible for bomb and arson investigation work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working-level class in the Bomb and Arson Special Agent – C&I sub-series. An employee in this class investigates the origin and circumstances of fires, explosions, and deaths caused by fires and explosions. This class differs from Bomb and Arson Special Agent 1 – C&I in that an incumbent of the latter functions at the entry-level in a training capacity. This class differs from Bomb and Arson Special Agent 3 – C&I in that an incumbent of the latter functions at the lead-level.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to one year of full-time employment in arson investigation, criminal investigation, fire protection, and/or law enforcement.

**Substitution of Experience for Education:** Qualifying experience in arson investigation, criminal investigation, fire protection, and/or law enforcement may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university in criminal justice may substitute for the required experience on a month-for-month basis to a maximum of 1 year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

**OR**

Graduation from an accredited college or university with an associate’s degree in criminology or fire protection and experience equivalent to two years of full-time employment in one or a combination of the following: arson investigation, criminal investigation, fire protection, or law enforcement.

**OR**

One year of full-time investigative experience as a Bomb and Arson Special Agent 1 with the State of Tennessee.

**Necessary Special Qualifications:** An employee in this class must (1) possess a valid vehicle operator’s license; (2) pass a physical examination by a licensed physician so that one’s physical condition is sufficient to perform all assigned duties; (3) pass a psychological evaluation administered by a licensed mental health professional; (4) file fingerprints with the Tennessee Bureau of Investigation; (5) have no conviction of a felony or misdemeanor involving moral turpitude nor been discharged under any other than honorable conditions from any branch of the United States armed forces; (6) be willing and able to qualify with, carry, and use assigned weapons; (7) successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or its equivalent within the first year of employment.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**BOMB AND ARSON SPECIAL AGENT 3 – C & I**

**SUMMARY:** Under general supervision, is responsible for bomb and arson investigation work of considerable difficulty and lead work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the lead-level class in the Bomb and Arson Special Agent – C&I sub-series. An employee in this class leads subordinate staff and participates in investigating the origin and circumstances of the most complex fires, explosions, and deaths caused by fires and explosions in an assigned geographic division of the state. This class differs from Bomb and Arson Special Agent 2 – C&I in that an incumbent of the latter functions at the working level. This class differs from Bomb and Arson Special Agent-In-Charge – C&I in that an incumbent of the latter performs supervisory work.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to two years of full-time employment in arson investigation, criminal investigation, fire protection, and/or law enforcement.

**Substitution of Experience for Education:** Qualifying experience in arson investigation, criminal investigation, fire protection, and/or law enforcement may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university in criminal justice may substitute for the required experience on a month-for-month basis to a maximum of 1 year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

**OR**

Graduation from an accredited college or university with an associate’s degree in criminology or fire protection and experience equivalent to three years of full-time employment in one or a combination of the following: arson investigation, criminal investigation, fire protection, or law enforcement.

**OR**

One year of full-time investigative experience as a Bomb and Arson Special Agent 2 with the State of Tennessee.

**Necessary Special Qualifications:** An employee in this class must (1) possess a valid vehicle operator’s license; (2) pass a physical examination by a licensed physician so that one’s physical condition is sufficient to perform all assigned duties; (3) pass a psychological evaluation administered by a licensed mental health professional; (4) file fingerprints with the Tennessee Bureau of Investigation; (5) have no conviction of a felony or misdemeanor involving moral turpitude nor been discharged under any other than honorable conditions from any branch of the United States armed forces; (6) be willing and able to qualify with, carry, and use assigned weapons; (7) successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or its equivalent within the first year of employment.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**BOMB AND ARSON SPECIAL AGENT-IN-CHARGE – C & I**

**SUMMARY:** Under general supervision, is responsible for bomb and arson investigation work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the supervisory class in the Bomb and Arson Special Agent – C&I sub-series. An employee in this class is responsible for supervising the work of a small-sized staff of bomb and arson investigators within a specific geographical area of the state. This class differs from Bomb and Arson Special Agent 3 – C&I in that an incumbent of the latter is responsible for lead work. This class differs from Bomb and Arson Assistant Director – C&I in that the incumbent of the latter is responsible for assisting and directing the bomb and arson investigation section of the Department of Commerce and Insurance.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to three years full-time employment in arson investigation, criminal investigation, fire protection, and/or law enforcement.

**Substitution of Experience for Education:** Qualifying experience in arson investigation, criminal investigation, fire protection, and/or law enforcement may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university in criminal justice may substitute for the required experience on a month-for-month basis to a maximum of 1 year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

**OR**

Graduation from an accredited college or university with an associate’s degree in criminology or fire protection and experience equivalent to four years of full-time employment in one or a combination of the following: arson investigation, criminal investigation, fire protection, or law enforcement.

**OR**

One year of full-time investigative experience as a Bomb and Arson Special Agent 3 with the State of Tennessee.

**Necessary Special Qualifications:** An employee in this class must (1) possess a valid vehicle operator’s license; (2) pass a physical examination by a licensed physician so that one’s physical condition is sufficient to perform all assigned duties; (3) pass a psychological evaluation administered by a licensed mental health professional; (4) file fingerprints with the Tennessee Bureau of Investigation; (5) have no conviction of a felony or misdemeanor involving moral turpitude nor been discharged under any other than honorable conditions from any branch of the United States armed forces; (6) be willing and able to qualify with, carry, and use assigned weapons; (7) successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or its equivalent within the first year of employment.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**DEVELOPMENTAL SERVICES REGIONAL PROGRAM COORDINATOR 1**

**SUMMARY:** Under general supervision, is responsible for professional developmental services regional program coordination work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class coordinates the Investigations, Quality Enhancement Survey, or Valued Day Program in a mental retardation regional office. This class differs from Developmental Services Regional Program Coordinator 2 in that an incumbent of the latter coordinates a regional program of greater complexity and/or coordinates a program with a moderate to large staff.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to four years of professional developmental disabilities or mental health work.

**Substitution of Experience for Education:** Qualifying professional developmental disabilities or mental health work may substitute for the required education on a year for year basis to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Substitution of Graduate Course Work for Experience:** Additional graduate course work credit received from an accredited college or university in special education; rehabilitation or therapeutic health; nursing; psychology, child development, or other related behavioral science field; sociology; and/or social work, may be substituted for the required experience on a year-for-year basis, to a maximum of one year.

**Necessary Special Qualifications:** None

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

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**DEVELOPMENTAL SERVICES REGIONAL PROGRAM COORDINATOR 2**

**SUMMARY:** Under general supervision, is responsible for professional developmental services regional program coordination work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class coordinates the Appeals (Administrative Practice), Incident Management, Independent Support Coordinator, Intake, Provider Support, Regional Monitor, Tennessee Quality Initiative, Training, or Transitions Program in a mental retardation regional office; or coordinates the Quality Enhancement Survey Program or Valued Day Program in a mental retardation regional office where that assignment includes the supervision of a moderate to large staff. This class differs from Developmental Services Regional Program Coordinator 1 in that an incumbent of the latter coordinates a regional program of lesser complexity.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to four years of professional developmental disabilities or mental health work.

**Substitution of Experience for Education:** Qualifying professional developmental disabilities or mental health work may substitute for the required education on a year for year basis to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Substitution of Graduate Course Work for Experience:** Additional graduate course work credit received from an accredited college or university in special education; rehabilitation or therapeutic health; nursing; psychology, child development, or other related behavioral science field; sociology; and/or social work, may be substituted for the required experience on a year-for-year basis, to a maximum of one year.

**Necessary Special Qualifications:** None

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

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**FORESTRY AIDE 1**

**SUMMARY:** Under immediate supervision, performs unskilled and semiskilled fire detection/suppression and conservation work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class performs a wide variety of unskilled and semi-skilled fire detection/suppression and conservation related work in such areas as constructing and maintaining fire control, forest management, and reforestation. This class differs from that of a Forestry Aide 2 in that an employee of the latter performs semi-skilled and skilled fire detection/suppression, conservation work under general supervision.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Experience equivalent to one year of fulltime labor and trades, heavy equipment operation, agriculture, forestry conservation, fire detection/suppression, or related natural resource work; education equivalent to one year of high school may be substituted for the required experience.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Non-competitive selection for Career Service positions.

**FORESTRY AIDE 2**

**SUMMARY:** Under general supervision, performs semi-skilled and skilled fire detection/suppression and conservation work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class operates and maintains heavy equipment and performs a wide variety of semi-skilled lead fire detection/suppression and related work in fire control, forest management and reforestation. This class differs from Forestry Aide 1 in that an employee of the latter performs routine unskilled and semi-skilled fire detection/suppression and conservation related work. This class differs from Forestry Technician in that an employee of the latter acts as supervisor.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to one year of full-time work in one of the following areas: (1) fire suppression or fire prevention, or (2) the conservation of trees, soil, water, or wildlife, or (3) the farming or harvesting of forest products or orchards, or (4) land surveying or mapping, or (5) the operation of sawmills or tractors or bulldozers, or maintenance and repair of heavy equipment or carpentry; experience in one of the above areas may be substituted for the required diploma on a year-for-year basis to a maximum of four years; additional college coursework, with at least nine out of 45 quarter hours in renewable natural resources or horticulture from an accredited college or university may substitute for the required experience.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**FORESTRY MANAGEMENT ADMINISTRATOR**

**SUMMARY:** Under general direction, administers statewide forestry programs, budgets, and planning functions and performs professional administrative work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class develops, directs, and administers statewide forestry programs and makes policy decisions that may impact both public and employee safety. The incumbent may supervise a small staff. This class differs from Forestry District Manager in that an incumbent of the latter manages district programs, functions, and personnel. This class differs from Forester-Assistant State in that an incumbent of the latter is responsible for administering all statewide operations, programs, and budgets and serves as an assistant director of the forestry division of the Department of Agriculture.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in forestry and experience equivalent to substantial (five or more years) of full-time increasingly responsible professional post-graduate forestry work including at least three years of supervisory or upper management work; a Master’s degree in forestry or other related acceptable fields may be substituted for the required non-supervisory experience on a year-for-year basis to a maximum of two years.

**Necessary Special Qualifications:**

1. A valid vehicle operator’s license may be required for employment in some positions.
2. Employees are subject to call as needed.
3. Employees are required to meet minimum physical standards as identified by agency policy.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.  
Determined by appointing authority for Executive Service Positions.

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**FORESTRY TECHNICIAN**

**SUMMARY:** Under general supervision, performs skilled fire detection/suppression and conservation work of average difficulty and supervisory work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the supervisory and highest class in the Forestry Aide subseries. An employee in this class supervises others in a wide variety of fire detection/suppression and related work in maintaining fire control, structures, forest management, and reforestation. This class differs from Forestry Aide 2 in that an employee of the latter operates and maintains heavy equipment, leads a crew in fire detection/suppression and conservation work and does not evaluate performance of employees.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and three years of full-time experience in forest fire suppression, forest nursery work, or conservation of trees, soil, water, or wildlife, one year of which must be in forest fire suppression work or forestry nursery work; additional college coursework with at least nine out of 45 quarter hours in renewable natural resources or horticulture may be substituted for one year of conservation experience, or eighteen out of 90 quarter hours in renewable natural resources or horticulture may be substituted for two years of conservation experience.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**PUBLIC HEALTH NURSING CONSULTANT MANAGER**

**SUMMARY:** Under direction, is responsible for professional public health nursing consultant management work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the managerial class in the Public Health Nursing Consultant sub-series. An employee in this class is responsible for the management of the Medical Care Review Unit or the Patient Care Review Unit in the Bureau of Medicaid. This class differs from Public Health Nursing Consultant 2 in that an incumbent of the latter supervises professional and subprofessional personnel in providing advisory services and nursing consultation.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in nursing and experience equivalent to five years of full-time increasingly responsible professional nursing work, including at least one year of supervisory experience over professional nurses; qualifying full-time experience in nursing may be substituted for the required education on a year-for-year basis, to a maximum of two years; additional graduate coursework in nursing may be substituted for the required nonspecialized experience on a year-for-year basis.

**Necessary Special Qualifications:** Licensed as a Registered Nurse in the State of Tennessee.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service Positions.

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**SECURITIES EXAMINER 1**

**SUMMARY:** Under immediate supervision, is responsible for professional securities examination work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the Securities Examiner sub-series. An employee in this class functions in a training capacity in learning to review and analyze applications for the registration of securities offerings, broker-dealers, investment advisers, and sales agents; conduct field examinations of securities businesses; and/or investigate complaints and allegations of fraud or misconduct and gather evidence for prosecution.

\* An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in accounting, auditing, business administration, business economics, banking and finance, or business and management.

**OR**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional experience in one or a combination of the following: examining financial institutions; providing accounting, auditing, or financial services; conducting financial-related investigations; or practicing law.

**Substitution of Experience for Education:** Additional qualifying experience involving examining financial institutions; providing accounting, auditing, or financial services; conducting financial-related investigations; and/or practicing law may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university in accounting, auditing, business administration, business economics, banking & finance, business & management, and/or law may substitute for the required experience on a month-for-month basis to a maximum of 1 year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

**Necessary Special Qualifications:** A valid vehicle operator's license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.



SECURITIES EXAMINER 2

**SUMMARY:** Under general supervision, is responsible for professional securities examination work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working level class in the Securities Examiner sub-series, the entry level being subsumed by Securities Examiner 1\*. An employee in this class is responsible for reviewing and analyzing applications for the registration of securities offerings, broker-dealers, investment advisers, and sales agents; for conducting field examinations of securities businesses; and for investigating complaints and allegations of fraud or misconduct and gathering evidence for prosecution. This class is flexibly staffed with the Securities Examiner 1\* and differs in that incumbents of the latter perform securities examination duties at the entry level under immediate supervision. This class differs from that of Securities Examiner 3 in that incumbents of the latter are responsible for leading a unit of subordinate securities examiners.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in accounting, auditing, business administration, business economics, banking and finance, or business and management and experience equivalent to one year of full-time professional experience in one or a combination of the following: examining financial institutions; providing accounting, auditing, or financial services; conducting financial-related investigations; or practicing law.

OR

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of full-time professional experience in one or a combination of the following: examining financial institutions; providing accounting, auditing, or financial services; conducting financial-related investigations; or practicing law.

**Substitution of Experience for Education:** Additional qualifying experience involving examining financial institutions; providing accounting, auditing, or financial services; conducting financial-related investigations; and/or practicing law may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university in accounting, auditing, business administration, business economics, banking & finance, business & management, and/or law may substitute for the required experience on a month-for-month basis to a maximum of 1 year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

One year of full-time professional securities examination experience with the State of Tennessee.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

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SECURITIES EXAMINER 3

**SUMMARY:** Under general supervision, is responsible for leading and performing professional securities examination work of substantial difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the lead class in the Securities Examiner sub-series. An employee in this class is responsible for leading a unit of subordinate examiners in reviewing and analyzing applications for the registration of securities offerings, broker-dealers, investment advisers, and sales agents; for conducting field examinations of securities businesses; and for investigating complaints and allegations of fraud or misconduct and gathering evidence for prosecution. This class differs from that of Securities Examiner 2\* in that incumbents of the latter perform at the working level. This class differs from that of Securities Examiner Supervisor in that incumbents of the latter are responsible for supervising a unit of subordinate securities examiners.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in accounting, auditing, business administration, business economics, banking and finance, or business and management and experience equivalent to three years of full-time professional experience in one or a combination of the following: examining financial institutions; providing accounting, auditing, or financial services; conducting financial-related investigations; or practicing law, of which two years must be securities examination work.

OR

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time professional experience in one or a combination of the following: examining financial institutions; providing accounting, auditing, or financial services; conducting financial-related investigations; or practicing law, of which two years must be securities examination work.

**Substitution of Experience for Education:** Additional qualifying experience involving examining financial institutions; providing accounting, auditing, or financial services; conducting financial-related investigations; and/or practicing law may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university in accounting, auditing, business administration, business economics, banking & finance, business & management, and/or law may substitute for the required experience on a month-for-month basis to a maximum of 1 year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience), there being no substitution for the required two years of securities examination work.

OR

Three years of full-time professional securities examination experience with the State of Tennessee.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

**SPECIAL AGENT-CID**

**SUMMARY:** Under general supervision, is responsible for criminal investigative work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-working class in the Criminal Investigations sub-series. An employee in this class is required to have a law enforcement background, but learns and attains proficiency in specialized criminal investigative practices, procedures, and techniques on the job. This work involves learning to perform covert and overt investigations of suspected cases of motor vehicle theft, stolen vehicle parts trafficking, and odometer fraud. Employees are assigned to perform investigative duties in specific geographic areas of the state, but may be expected to assist in unassigned areas, as necessary. This class differs from Special Agent in Charge-CID in that incumbents of the latter are responsible for planning, organizing, and supervising subordinate investigative staff.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from an accredited two year college or technical institute with a major in criminal justice, or other related acceptable field and experience equivalent to three years of responsible fulltime law enforcement or criminal investigations work; qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of two years.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions; employees must also (1) pass a physical examination by a licensed physician; (2) file fingerprints with the Tennessee Bureau of Identification; (3) have good moral character as determined by an investigation; (4) have no conviction of a felony or misdemeanor involving "moral turpitude" and who has not been released or discharged under any other than honorable conditions from any branch of the United States armed forces; (5) be free of all apparent mental disorder, as certified by a qualified professional in the field of psychiatry or psychology. (T.C.A.381104381112)

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**TRANSPORTATION MANAGEMENT CENTER OPERATOR**

**SUMMARY:** Under immediate supervision, performs traffic monitoring work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working-level class in the Transportation Management Center Series. An employee in this class operates and monitors a variety of Advanced Transportation Management System hardware/software to detect traffic accidents and changes in traffic flow. This class differs from Transportation Management Center Supervisor 1 in that an incumbent of the latter functions as a first-level supervisor.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**TRANSPORTATION MANAGEMENT CENTER SUPERVISOR 1**

**SUMMARY:** Under general supervision is responsible for traffic monitoring work of considerable difficulty and supervisory work of routine difficulty.

**DISTINGUISHING FEATURES:** This is the first supervisory level in the Transportation Management Center series. An employee of this class functions as a shift supervisor, and performs advanced traffic monitoring work as required. This class differs from Transportation Management Center Operator in that an incumbent of the latter performs at the working level. This class differs from Transportation Management Center Supervisor 2 in that an incumbent of the latter manages the traffic incident and congestion management functions at a Transportation Management Center.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to one year of full-time work in one or a combination of the following: (1) transportation or traffic management center operations; (2) security surveillance work; (3) any emergency response work, including but not limited to, law enforcement, fire suppression, highway response, emergency medical, or emergency dispatch work; or (4) technical traffic studies, including but not limited to, traffic data collection or traffic analysis work.

**Substitution of Education for Experience:** Additional college course work from an accredited college or university may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**TRANSPORTATION MANAGEMENT CENTER SUPERVISOR 2**

**SUMMARY:** Under general supervision, is responsible for traffic incident and management supervisory work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the second-level supervisory class in the Transportation Management Center Series. An employee in this class manages the traffic incident and congestion management functions at a Transportation Management Center and supervises the Transportation Management Center Operations staff associated with these functions. This class differs from Transportation Management Center Supervisor 1 in that an incumbent of the latter functions as a first level supervisor.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time work in one or a combination of the following: (1) transportation or traffic management center operations; (2) security surveillance work; (3) any emergency response work, including but not limited to, law enforcement, fire suppression, highway response, emergency medical, or emergency dispatch work; or (4) technical traffic studies, including but not limited to, traffic data collection or traffic analysis work.

**Substitution of Education for Experience:** Additional college course work from an accredited college or university may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions



**TROOPER**

**SUMMARY:** Under general supervision, is responsible for highway patrol work of average difficulty or highway patrol-related staff work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-working class in the Highway Patrol sub-series. An employee in this class is assigned to perform public assistance, public protection, crime prevention, state/federal law enforcement, defendant prosecution, and related Highway Patrol work in an assigned Highway Patrol district, or is assigned to perform Highway Patrol related staff work of routine difficulty. This class differs from THP Sergeant in that an incumbent of the latter performs supervisory Highway Patrol work in an assigned Highway Patrol district or is assigned to perform Highway Patrol related staff work of average difficulty.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school.

**Necessary Special Qualifications:** Applicants for this class must (1) have passed their twenty-first birthday on the date of examination, (2) be a U.S. citizen, (3) have no conviction for a felony or misdemeanor involving "moral turpitude" or have been discharged under any other than honorable conditions from any branch of the United States armed forces, (4) file fingerprints with the Tennessee Bureau of Identification, (5) have good moral character, as determined by an investigation, (6) pass a pre-employment drug screening test, (7) pass a physical examination by a licensed physician, (8) meet minimum physical qualifications of visual acuity of 20/100 in each eye, separately without glasses and each eye corrected to 20/30 or better with corrective lenses, and in good physical condition with weight proportionate to height, (9) pass a psychological evaluation administered by a licensed mental health professional, (10) successfully complete a prescribed course of instruction at the Department of Safety Training Center. (11) A valid vehicle operator's license may be required for employment.

**EXAMINATION METHOD:** Written Test, 100%, for Career Service positions.

**WORKERS' COMPENSATION SPECIALIST 1**

**SUMMARY:** Under general supervision, is responsible for workers' compensation claims work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working-level class in the Workers' Compensation Specialist series. An employee in this class determines temporary total benefits and medical benefits for disputed workers' compensation claims. This class differs from that of Workers' Compensation Specialist 2 in that an incumbent of the latter conducts benefit review conferences to mediate and resolve disputed workers' compensation claims.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing occupation health or vocational rehabilitation services for clients.

**Substitution of Experience for Education:** Additional qualifying experience administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; and/or providing occupation health or vocational rehabilitation services for clients may substitute for the required education to a maximum of four years.

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university with emphasis in business administration and management, economics, finance, hospital administration, insurance and risk management, law, occupation therapy, physical therapy, political science, and/or public administration may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g., 36 quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience with the exception of law, in which 28 quarter hours may substitute for one year of the required experience).

**OR**

Graduation from an approved school of law with a Doctor of Jurisprudence degree.

**OR**

Graduation from an accredited college or university with a doctorate degree with emphasis in business administration and management, economics, finance, hospital administration, insurance and risk management, occupation therapy, physical therapy, political science, and/or public administration.

**Necessary Special Qualifications:** Must be eligible to become a notary public. A valid motor vehicle operator's license may be required for employment.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

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**WORKERS' COMPENSATION SPECIALIST 2**

**SUMMARY:** Under general supervision, is responsible for workers' compensation claims mediation work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the advanced working-level class in the Workers' Compensation Specialist series. An employee in this class conducts benefit review conferences to mediate and resolve disputed workers' compensation claims. This class differs from that of Workers' Compensation Specialist 1 in that an incumbent of the latter determines temporary total benefits and medical benefits for disputed workers' compensation claims. This class differs from that of Workers' Compensation Specialist 3 in that an incumbent of the latter supervises a workers' compensation field office and evaluates settlements of claims.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing occupation health or vocational rehabilitation services for clients.

**Substitution of Experience for Education:** Additional qualifying experience administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; and/or providing occupation health or vocational rehabilitation services for clients may substitute for the required education to a maximum of four years.

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university with emphasis in business administration and management, economics, finance, hospital administration, insurance and risk management, law, occupation therapy, physical therapy, political science, and/or public administration may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g., 36 quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience with the exception of law, in which 28 quarter hours may substitute for one year of the required experience).

**OR**

Graduation from an approved school of law with a Doctor of Jurisprudence degree and experience equivalent to one year of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing occupation health or vocational rehabilitation services for clients.

**OR**

Graduation from an accredited college or university with a doctorate degree with emphasis in business administration and management, economics, finance, hospital administration, insurance and risk management, occupation therapy, physical therapy, political science, and/or public administration and experience equivalent to one year of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing occupation health or vocational rehabilitation services for clients.

**Necessary Special Qualifications:** Must be eligible to become a notary public. A valid motor vehicle operator's license may be required for employment.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

**WORKERS' COMPENSATION SPECIALIST 3**

**SUMMARY:** Under general supervision, is responsible for workers' compensation claims mediation work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the supervisory class in the Workers' Compensation Specialist series. An employee in this class supervises a workers' compensation field office and evaluates settlements of claims. This class differs from that of Workers' Compensation Specialist 2 in that an incumbent of the latter conducts benefit review conferences to mediate and resolve disputed workers' compensation claims. This class differs from that of Workers' Compensation Director in that the incumbent of the latter directs statewide workers' compensation services and activities.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing occupation health or vocational rehabilitation services for clients.

Substitution of Experience for Education: Additional qualifying experience administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; and/or providing occupation health or vocational rehabilitation services for clients may substitute for the required education to a maximum of four years.

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university with emphasis in business administration and management, economics, finance, hospital administration, insurance and risk management, law, occupational therapy, physical therapy, political science, and/or public administration may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g., 36 quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience with the exception of law, in which 28 quarter hours may substitute for one year of the required experience).

**OR**

Graduation from an approved school of law with a Doctor of Jurisprudence degree and experience equivalent to two years of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing occupation health or vocational rehabilitation services for clients.

**OR**

Graduation from an accredited college or university with a doctorate degree with emphasis in business administration and management, economics, finance, hospital administration, insurance and risk management, occupational therapy, physical therapy, political science, and/or public administration and experience equivalent to two years of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing occupation health or vocational rehabilitation services for clients.

**Necessary Special Qualifications:** Must be eligible to become a notary public. A valid motor vehicle operator's license may be required for employment.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.